



DEPARTMENT OF THE ARMY  
U.S. Army Forces Central Command - SA  
RIYADH SAUDI ARABIA  
APO AE 09852



#2002-10

**POLICY LETTER # 10 – PASSPORTS AND SAUDI  
IMMIGRATION POLICY**

11 Aug 02

1. **Applicability.** This Policy Letter applies to all military personnel and federal civilian employees assigned, attached, on temporary duty, or otherwise sent to Saudi Arabia to support ARCENT-SA. It also applies to any unit, section, detachment, or other organizational entity attached to or otherwise under the direction or control of ARCENT-SA. This Policy Letter also applies to all family members accompanying the military personnel and federal civilian employees. The term “federal civilian employees” includes individuals who have an employment or contractual relationship with the Department of the Army, Department of Defense, or any other U.S. Government agency.
2. **Punitive Effect.** This Policy Letter is a lawful order. Personnel who violate this Policy Letter may be prosecuted and punished under the Uniform Code of Military Justice and/or federal criminal statutes, including the Military Extraterritorial Jurisdiction Act. Violators may also receive administrative sanctions, including separation from the service, termination of employment, or cancellation of a contractual relationship.
3. **Purpose.** This policy letter establishes policy for passport entry and exit from the Kingdom of Saudi Arabia. This policy is based on Saudi Arabian law, under which all persons entering or exiting the Kingdom (other than citizens of Gulf Cooperation Council countries) must have valid passports and visas.
4. **Requirement to Travel by Passport and Visa.** All personnel traveling to or from Saudi Arabia must both enter and exit the Kingdom of Saudi Arabia using an Official or Diplomatic U.S. Passport. Before arriving in the Kingdom of Saudi Arabia, all personnel must have obtained a valid Saudi Arabian entry visa, and they must be carrying this visa with them on arrival in the Kingdom.
5. **Exceptions.** Only the following categories of personnel are excepted from the requirement to enter and exit with passport and visa:

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a. Personnel assigned or attached directly to the ADA Task Force, Security Force, and augmentees, when traveling solely on U.S. military aircraft directly entering or exiting the Kingdom. These personnel will enter and exit the Kingdom on military ID cards alone. They will not process through Saudi Arabian Immigration authorities, and they are prohibited from traveling on commercial airlines into or out of Saudi Arabia. These personnel must debark at PSAB. Units will maintain a copy of a Host Nation stamped manifest for use if emergency leave conditions arise.

b. Personnel traveling to and from Kuwait on official business. These personnel must use ARCENT-SA-approved travel documents. The prior policy of using Border passes is no longer in effect.

c. Certain visitors specifically approved by the ARCENT-SA Commanding Officer or Deputy Commanding Officer for travel solely on military aircraft using military ID cards alone.

6. Arrival in Country. The following processing procedures apply to arrival in the Kingdom of Saudi Arabia:

a. Upon arrival, all personnel traveling on passports will process through Saudi Arabian Immigration authorities to receive an entry stamp. It is prohibited for any such personnel to leave the commercial airport or military APOD without this entry stamp. This requirement applies regardless of whether the personnel arrived on board military or commercial aircraft.

b. Sponsors for arriving personnel and visitors will ensure that the new arrivals are properly and completely processed before transporting them from the airport or APOD.

c. Within 48 hours of arrival, sponsors will escort the newly arrived personnel to the G-5 office for passport/visa review and processing. The G-5 will process required visa extensions.

d. If an individual arrives at a commercial airport without a passport or visa, he or she may be detained by Saudi Arabian authorities. Once released, this individual may be transported out of the Kingdom on the next available military transport. Sponsors must alert their charges to this fact before they depart for Saudi Arabia.

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e. If an individual arrives on a military aircraft in a PCS or TDY status without a passport due to no fault of his or her own, he or she must not pass through Immigration. He or she must immediately notify the ARCENT-SA staff, which will assist in obtaining passports for such individuals on a case-by-case basis.

7. Requirement to Ensure Visa Does Not Expire. All personnel will ensure that their visas do not expire. Every individual with a visa is personally responsible to ensure that he or she coordinates with the G-5 office sufficiently in advance to have the visa updated before its expiration. One should allow sixty (60) days for the updating of a visa. An individual with an expiring visa should notify his or her supervisor within 14 calendar days of the expiration date if the G-5 update process has not been completed by that time.

8. Departing Personnel Who Entered on Passports. All personnel who entered the Kingdom on passports must also exit on their passports, except when traveling to Kuwait as outlined above.

a. All personnel exiting on passports will process through Saudi Arabian immigration authorities to receive an exit stamp. Immigration authorities will detain personnel who return to Saudi Arabia without an exit stamp.

b. No personnel traveling on passport will be allowed to board an aircraft without this stamp.

9. Supervisors will brief all departing personnel on the above requirements.

10. This Policy Letter supersedes and rescinds all previous Policy Letters on this subject.

*// ORIGINAL SIGNED //*  
THOMAS H. STANTON  
COL, AD  
Commanding

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